



राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 13 नवम्बर, 2006/22 कार्तिक, 1928

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

NOTIFICATION

Shimla-1, the 28th September, 2006

No. HHC/Estt.7 (35) 2005.—In exercise of the powers conferred under Section 4 of the Right to Information Act, 2005 (Act No. 22 of 2005) Hon'ble the Chief Justice is pleased to publish the following information pertaining to the High Court of Himachal Pradesh and courts subordinate to it under the provision of sub-section (1) (b) of Section 4 of the Right to Information Act, 2005.

(i) The particulars of its organization, functions and duties :

Particulars of High Court :

The High Court of Himachal Pradesh has been established on 25th January, 1971. The sanctioned strength of Hon'ble Judges, including Hon'ble the Chief Justice is nine.

Sittings of the Court :

Court working hours are from 10.00 A. M. to 1.00 P. M. and 2.00 P. M. to 4.00 P. M. Saturdays are non-working days for courts in the High Court.

Registry of High Court :

दफ्तर उच्च न्यायालय

Except holidays the Registry of the High Court remains open from 9.45 A. M. to 4.45 P. M. with half an hour lunch break from 1.30 P. M. to 2.00 P. M.

The Registry is headed by the Registrar General. It is divided in the following branches:—

- (i) Confidential Branch.
- (ii) Vigilance Branch.
- (iii) Inspection Branch.
- (iv) Rules Branch.
- (v) Judicial Branch.
- (vi) Establishment Branch.
- (vii) G. A. D. Branch.
- (viii) Organization and Administration Branch.
- (ix) Accounts Branch.
- (x) Judges Branch.
- (xi) Protocol Branch.
- (xii) Computer Branch.
- (xiii) Library.



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In addition to Registrar General, there are three other Registrar viz.—

- (i) Registrar (Vigilance).
- (ii) Registrar (Rules).
- (iii) Registrar (Inspection).

They are all members of the cadre of District Judges.

Sanctioned strength of ministerial establishment of the Registry is as follows:—

(i) Additional Registrars	..	3
(ii) Deputy Registrar-cum-Special Secretary	..	1
(iii) Deputy Registrars	..	4
(iv) Assistant Registrars	..	7
(v) Secretaries to Hon'ble Judges	..	8
(vi) Court Secretaries	..	8
(vii) Superintendents	..	13
(viii) Private Secretaries	..	10
(ix) Chief Librarian	..	1
(x) Marriage Counsellor-cum-Superintendent	..	1
(xi) Judgment Writers	..	8
(xii) Personal Assistants	..	3
(xiii) Deputy Superintendents	..	13
(xiv) Stenographers	..	12
(xv) Junior Scale Stenographers	..	3
(xvi) Senior Assistants	..	32
(xvii) Revisors	..	3
(xviii) Translators	..	8
(xix) Librarian	..	1
(xx) Assistant Librarian	..	1
(xxi) Junior Assistants	..	35
(xxii) Clerks	..	31
(xxiii) Proof Readers	..	4

(xxiv) Restorers	10
(xxv) Book Binder	1
(xxvi) Motor Mechanic	1
(xxvii) Junior Technician (Electrician)	1
(xxviii) Gestenter Operator	3
(xxix) Dafties	3
(xxx) Drivers	20
(xxxi) Peons	55
(xxxii) Co-Terminus Peons	8
(xxxiii) Chowkidars	4
(xxxiv) Cook-cum-Chowkidar	1
(xxxv) Malies	7
(xxxvi) Frash	4
(xxxvii) Safai Karamcharies	11
(xxxviii) Ushers	9
(xxxix) Court Jamadar	1

Particulars of Subordinate Courts :

There are following Courts in the State of Himachal Pradesh:—

(i) Courts of District and Sessions Judges	12
(ii) Courts of Addl. District & Sessions Judges	7
(iii) Courts of Presiding Officers, Fast Track Courts	9
(iv) Courts of Civil Judges (Sr. Division)-cum-C. J. M./A. C. J. Ms. etc.	32
(v) Courts of Civil Judges (Jr. Division)-cum-J. M. I. Cs.	42
Total Courts	102

Following supporting staff for the aforesaid Courts exist in the entire State:—

Sl. No.	Name of post	Pay scale	No. of permanent posts	No. of Temporary posts	Total No. of posts
1	2	3	4	5	6
1.	Supdt. Grade-I	7200—1160	10	1	11
2.	Supdt. Grade-II	6400—10640	72	17	89
3.	P. A.	6400—10640	11	1	12
4.	Reader	5800—9200	71	8	79
5.	English Clerk	5800—9200	10	0	10
6.	Civil Nazir	5800—9200	22	1	23
7.	Translator	5800—9200	10	1	11
8.	Record Keeper	5800—9200	8	0	8
9.	Assistants	5800—9200	6	2	8
10.	Sr. Stenographer	5800—9200	16	3	19
11.	Jr. Stenographer	4400—7000	12	0	12
12.	Steno Typist	3330—6200	51	11	62
13.	Leave Reserve Clerk/Clerks	3120—5160	43	18	61
14.	Ahlmad (Record Keeper)	3120—5160	27	4	31
15.	Assistant English Clerk	3120—5160	4	0	4
16.	Ahlmad/Criminal Ahlmad	3120—5160	132	19	151

1	2	3	4	5	6
17.	Court Nazir	3120—5160	4	0	4
18.	Copyist	3120—5160	76	14	90
19.	Naib Nazir	3120—5160	74	9	83
20.	Clerk-cum-typist	3120—5160	27	8	35
21.	Nazir	3120—5160	1	0	1
22.	Summary Clerk	3120—5160	10	0	10
23.	Paid Candidate	3120—5160	1	0	1
24.	Guardian Clerk	3120—5160	1	0	1
25.	Execution Clerk	3120—5160	6	0	6
26.	Bailiff	3120—5160	68	17	85
27.	Driver	3330—6200	21	4	25
28.	Dafti	2720—4260	11	1	12
29.	Process Server	2720—4260	331	25	356
30.	Orderly	2520—4140	75	11	86
31.	Peon	2520—4140	96	12	108
32.	Mali	2520—4140	10	1	11
33.	Chowkidar	2520—4140	55	8	63
34.	Safai Karamchari	2520—4140	37	5	42
35.	Chowkidar-cum-Safai Karam- chari.	2520—4140	6	1	7
Total ..			1415	202	1617

PART TIME STAFF

Safai Karmacharis 28

Judgment Writers (On contract basis)	77	Rs. 6000/- fixed P. M.
Chowkidar	1	On contract basis on the fixed monthly contractual emoluments equivalent to the initial of its pay scale.
Driver	1	On contract basis at the initial of pay scale i. e. 3330/- per month.

Details of the supproting staff created for the Fast Track Courts, Shimla, Dharamshala, Bilaspur, Una, Mandi, Solan, Hamirpur, Kullu and Chamba on 16-8-2003, 13-10-2003 and 3-12-2003.

Sl. No.	Name of posts	No. of posts	Pay scale
1.	Peshkar/Reader	9	5800—9200
2.	Stenographer	9	5800—9200
3.	Drivers (contract basis)	9	5000/- fixed P. M.
4.	Peon (contract basis)	9	4000/- fixed P. M.
Total ..		36	

Functions of the Organisation :

- (i) Judicial; and
- (ii) Administrative.

4.1 (b) (ii) Powers and duties of its officers and employees :

Administrative and Executive business/work of the High Court Registry is distributed amongst the Officers of the Registry as follow:—

Registrar General :

1. Overall supervision of the working of the Registry.
2. Creation of posts of Judicial Officers and staff of Subordinate Courts.
3. Representations of the Officers and staff of the Registry.
4. Representations of the staff of the Subordinate Courts.
5. Service Appeals.
6. Preparation of petitions, applications, plaints, replies, written statement etc. in all matters in which High Court is a party.
7. Departmental examinations of the members of Himachal Pradesh Judicial Service.
8. Annual Confidential Reports of the Officers and staff of the Registry.
9. Training of Judicial Officers and detailment of Judicial Officers of various Courts to attend seminars etc.
10. Judicial work as per powers delegated under Rules and Orders of the High Court.
11. Conferment of Judicial powers on Officers of the Judiciary and Executive Officers.
12. Matters pertaining to loans and advances for house construction, purchase of cars etc.
13. Appointment or Oath Commissioners in the High Court as also at District/Sub Divisional/Tehsil headquarters.
14. Disciplinary proceedings against the Judicial Officers, Officers and staff of the Registry.
15. Grant of annual increment to Class I and II Officers of the Registry.
16. Signing of nomination from the Officers and employees of the Registry.
17. All such functions/duties that may be assigned by the Hon'ble Chief Justice/High Court.
18. Grant of earned leave to Class I Officers of the Registry.
19. All other administrative matters not assigned to any other Officer.

Principal Secretary to the Hon'ble Chief Justice-cum-Registrar (Rules) :

1. Overall Incharge of the Secretary of the Hon'ble the Chief Justice.
2. Framing of all types of rules relating to Judiciary, *i. e.* High Court Registry and the Subordinate Courts including amendments thereto or review thereof.
3. Processing of all cases in which administrative approval/expenditure sanction for making spending from S. O. E. (Office Expenses) are required, in respect of the High Court, as also the Subordinate Courts.
4. All matters pertaining to Judicial Branch.
5. Control over Secretaries/Court Secretaries/Private Secretaries/Judgment Writers/P. As/Stenographers, including assigning of duties to them and grant of leave to them and making leave arrangements.
6. All P. I. L. matters.

Registrar (Vigilance) :

1. Complaints against Judicial Officers. Officers and staff of the High Court.
2. Processing of requests for advances and withdrawal from G. P. F. received from Judicial Officers.

3. Grant of casual leave to Judicial Officers and permission to make use of car-marked vehicles by them.
4. Grant of earned leave to Judicial Officers and making leave arrangements including arrangements for looking after administrative and financial matters of Courts during the leave period of Presiding Officers.
5. Grant of increments to all the Judicial Officers.
6. Computerization of High Court and Subordinate Courts and purchase of hardware/software and other connected material required for computerization.
7. Arranging of various Conferences in the State jointly with the Principal Ministerial Officer of the Hon'ble the Chief Justice's Secretariat.
8. Organisation of functions of the High Court.
9. Matters pertaining to holding of Circuit Courts by Judicial Officers.
10. Declaration of Judicial Officers as Drawing & Disbursing Officers in respect of other Courts during the leave period of Presiding Officers of those other Courts.
11. General vigilance of staff of the Registry particularly with regard to punctuality and regularity.
12. Enquiries into loss/misplacement of judicial/administrative record of Subordinate Courts & High Court and reconstruction thereof.
13. Judicial work as per powers delegated under Rules and Orders of the High Court.
14. Recruitment & promotion of Judicial Officers.
15. Countersigning of T. A. bills/medical re-imbursement bills of members of Himachal Pradesh Higher Judicial Service.
16. A. C. Rs. of Judicial Officers except his/her own.
17. Pay fixation of Judicial Officers.
18. Signing of nomination forms of Judicial Officers.

Registrar (Inspection) :

1. Providing assistance to the Hon'ble Chief Justice and Hon'ble Judges in the inspection of Courts.
2. Protocol and paying personal attention to the matters relating to visit of V. V. I. Ps.
3. Processing of periodical statements regarding jail inspections and reports regarding inspection of Subordinate Courts by the District & Sessions Judges and also reports regarding inspection of own Courts by the Presiding Officers of the Subordinate Courts.
4. Circulation of judgments received from the Supreme Court, as also those of the High Court which are ordered to be circulated.
5. Monitoring of service notices received from the Hon'ble Supreme Court.
6. Jail Inspections.
7. Opinions/reports received from Law Commission of India Ministry of Law, Justice and Company Affairs.
8. All matters pertaining to construction/acquisition of sites/requisitioning of buildings for Subordinate Courts and residences of Presiding Officers.
9. Control and supervision of Library Branch including purchases of Library books for the High Court and the Subordinate Court. The Deputy Registrar (Special Branch and Computer) who is also looking after the work of Library is to submit the files direct to the Registrar (Inspection).
10. Overall control and functioning of the Judges Branch.
11. Judicial work as per powers delegated under Rules and Orders of the High Court.

Additional Registrar (Estt. & Judl.) :

1. Creation of posts of Officers and staff of the Registry.
2. Recruitment and promotion of staff and officers in the Registry.

3. Grant of earned leave to the Class II Officers and staff of the Registry.
4. Pay fixation of Officers and staff of the Registry.
5. Correspondence with various High Courts and State Government for sending information of formal nature.
6. Matters relating to Finance Commission and follow up action.
7. Grant of annual increments to Class-III and Class IV officials of the Registry.
8. Judicial work as per powers delegated and the Rules and Orders of the High Court.

Additional Registrar (Accounts and O & A) :

1. Sanction of advances and withdrawal from G. P. F. in respect of the Officers and staff of the Registry.
2. Signing of vouchers regarding deposit/withdrawal of money, award money, compensation etc.
3. Countersigning of T. A. bills and medical reimbursement bills, including L.T.C. claims of Gazetted Officers of the Registry.
4. Audit objections.
5. Scrutiny and processing of periodical returns and fixing of targets.
6. Control and supervision of Library Branch, including purchase of library books for the High Court and the Subordinate Courts.
7. Preparation of budget, control and allocation of funds, reconciliation of accounts and allocation and control of Road & Diet Money and to deal with the matters relating to Public Accounts.
8. Legislative Assembly and Parliamentary questions.
9. Matters relating to provisions of legal aid, which lie to the High Court Legal Aid Committee.
10. Matters relating to Law Reporting.
11. Processing of various resolutions received from Bar Association of the District & Sub-Divisions.
12. Scrutiny of returns/reports regarding registers/record maintained by the Oath Commissioners.
13. Appointment and Promotion of Members of Himachal Pradesh Higher Judicial Service.
14. Transfer and posting of Members of Himachal Pradesh Higher Judicial Service and Himachal Pradesh Judicial Service.
15. Earned leave/commuted leave applications of the Judicial Officers.
16. Casual leave/station leave applications of the Judicial Officers.
17. Departmental proceedings against the Judicial Officers.
18. Service Appeals/Representations of the Judicial Officers.
19. Issuance of Administrative instructions to the Subordinate Courts.
20. Grant of Selection Grade/Super Time Scale to the Members of Himachal Pradesh Higher Judicial Service.
21. Grant of Assured Career Progression Scales to the Civil Judges (Senior Division) and Civil Judges (Junior Division).
22. Fixation of pay of the Judicial Officers.
23. Preparation of gradation list of the Judicial Officers every year.
24. Making entries in the Service Books of the Judicial Officers and getting the same attested from the Additional Registrar (A/C and O&A).
25. Holding of Departmental Examinations of the newly recruited members of Himachal Pradesh Judicial Service.
26. Permission to take official vehicles by Judicial Officers for official/private journey (s) as the case may be.

27. Permission for purchase/disposal of moveable/immoveable property by the Judicial Officers.
28. Resolutions of the Himachal Pradesh Judicial Officers Association.
29. Pension matters of all the Judicial Officers on superannuation/premature retirement.
30. Service of summons to be served upon the Members of Himachal Pradesh Higher Judicial Service.
31. Permission for spot inspection by Judicial Officers in judicial matters.
32. Extension of retirement age after 58 to 60 years.
33. Permission to avail L. T. C./Home Town by Judicial Officers.
34. Extension of probation period and confirmation of the Judicial Officers.
35. Appointment of Special Judicial Magistrates.
36. Declaration of D. D. Os for the High Court and the Subordinate Courts.
37. File relating to Financial powers to Hon'ble the Chief Justice.
38. Permission for obtaining Passport/Visa by the Judicial Officers.
39. Appointment of Superintendents to the District & Sessions Judge in Himachal Pradesh.
40. Appointment on compassionate grounds of son/daughters of deceased members of the staff of Subordinate Courts.
41. Inter-District transfer of staff of Subordinate Courts.
42. Fixation of pay of Superintendents to the District & Sessions Judge.
43. Regarding nomination of Vacation Judges during vacation.
44. Declaration of holidays for the High Court and the Subordinate Courts.
45. Creation of additional posts of staff of the Subordinate Courts.
46. Extension of temporary posts of the High Court and the Subordinate Courts, every year.
47. Regarding sanction for engagement of part-time Safai Karamchari of the Subordinate Courts every year.
48. Allotment of Himachal Pradesh High Court Canteen.
49. Demands of Himachal Pradesh Non-Gazetted Judicial Employees Welfare Association.
50. Correspondence of other High Courts regarding vacation/holidays of the High Courts and the Subordinate Courts.
51. Appointment of Oath Commissioners for the High Court and Subordinate Courts.
52. Creation of the posts of Oath Commissioners.
53. Periodical inspection of Registers/Receipt Books of Oath Commissioners working in the High Courts.
54. Periodical Inspection Note (s) of the Registers/Receipt Books of Oath Commissioners of Subordinate Courts received from the respective District & Sessions Judges.
55. Complaints against the Oath Commissioners of High Court and the Subordinate Courts.
56. Financial sanctions of furniture articles of the Subordinate Courts.
57. Conferment of powers under Section 9 (5) of the Code of Criminal Procedure and under Section 12 (2) of the Code of Criminal Procedure upon the Judicial Officers.
58. Conferment of Civil & Criminal powers upon the newly recruited Judicial Officers.
59. Regarding creation of additional Subordinate Courts alongwith staff.
60. Holding of Criminal Courts by District & Sessions Judges/Additional District & Sessions Judges/Civil Judges (Senior Division)/Civil Judges (Junior Division).
61. Tour programme of Judicial Officers for holding Circuit Courts at Divisional or Sub-Divisional level.
62. Transfer of cases of Subordinate Courts on administrative side.
63. Resolutions of Himachal Pradesh High Court Bar Association or Bar Associations of Subordinate Courts.
64. Designation of Senior Advocates.
65. Correspondence regarding suspension of Advocates from practice.

66. Correspondence regarding appointment of Advocate General, Deputy Advocate General, Assistant Advocate General and Standing Counsel of different Government Departments/Corporations etc.
67. All kinds of Courses pertaining to Judicial Officers in the State of Himachal Pradesh.
68. Furnishing of information as sought by the questions of Lok Sabha Rajya Sabha and Assembly Questions.
69. Correspondence with all the High Courts in the country.
70. Correspondence with all the Departments of State Government and circulation of notification of State Government in the Judiciary.
71. Correspondence with all the Central Government Departments.
72. Correspondence with Hon'ble Supreme Court of India.
73. Furnishing of information sought for by the State Governments/Central Government regarding Judiciary.
74. Monthly, quarterly, half-yearly statements of pension cases, pertaining to Subordinate Courts and High Court.
75. Correspondence with State Administrative Tribunal and Central Administrative Tribunal.
76. Correspondence with respect to Training Institute for Judicial Officers.
77. Circulation of vacancies for the staff members and Judicial Officers in Judiciary.
78. All other matters which were earlier dealt with by the defunct Administration Branch, except those allotted to General Administration and Development (G. A. D.) Branch hereinabove.

Deputy Registrar (Judges Branch) :

1. Maintenance of residences of Hon'ble the Chief Justice and Hon'ble Judges.
2. Providing substitute for Class IV servants at residences of Hon'ble the Chief Justice and Hon'ble Judges in consultation with the concerned Hon'ble Judge.
3. Providing Class IV leave substitute, like Ushers, Peons in the Courts.
4. Maintenance and upkeep of vehicles of Hon'ble the Chief Justice and Hon'ble Judges.
5. Providing of relief vehicles for Hon'ble the Chief Justice and Hon'ble Judges.
6. Making of purchases as per rules out of allocated funds for Hon'ble the Chief Justice and Hon'ble Judges.
7. Upkeep and maintenance of Court-rooms and the Chambers of Hon'ble the Chief Justice and Hon'ble Judges.
8. Supply of charcoal etc. for the residences of Hon'ble the Chief Justice and Hon'ble Judges.
9. Printing of stationery, cards etc., for Hon'ble the Chief Justice and Hon'ble Judges.
10. Making arrangements for Full Court meetings.
11. Arranging dinners, luncheons etc. unconnected with Full Court meeting.
12. Payment of all bills pertaining to the services provided at the residences of Hon'ble the Chief Justice and Hon'ble Judges.
13. Providing service at the residence of Hon'ble the Chief Justice and Hon'ble Judges, not mentioned or specified hereinabove.
14. Tours and journeys, both official and non-official of Hon'ble the Chief Justice and Hon'ble Judges, including L. T. C. tours.
15. All bookings, reservations etc. including processing of HORs.
16. Inter-action with other High Courts of the country, other States, Resident Commissioner, Himachal Pradesh, New Delhi, Incharge Himachal Bhawan, Chandigarh and other functionaries, especially with a view to ensuring that arrangements for accommodation/transportation, security etc. for the Hon'ble Chief Justice and Hon'ble Judges are made satisfactorily.

(II) Administrative Set Up :

In the official, hierarchy Registrar General controls the overall supervision of the Registry of the High Court.

Branch Officer in the High Court Registry include Assistant Registrars, Deputy Registrars, Additional Registrars, Registrar (Inspection), Registrar (Rules) and Registrar (Vigilance), in certain cases where they receive files directly from the Sections.

Section Officers/Superintendent Grade-I in the High Court Registry supervise the work of a Section of the Registry.

Superintendent Grade-II or Sr. Assistants submit the cases/files to the Branch Officers concerned or through their Section Officer/Superintendent Grade-I.

The Supervisory Officers are the intermediately channels between the Sections and the authorities competent to take final decisions on important matters. Thus, the Supervisory officers have to perform multifarious duties and functions. Their main role is as under:—

- (i) To assist the authorities in decision making and formulation of plans and programs;
- (ii) To present all cases, matters to the higher authorities in a precise manner with all possible solutions and suggestions;
- (iii) To take effective steps for building up and maintaining all essential records;
- (iv) To effectively supervise the work and conduct of all functionaries under them and be a source of guidance to lower functionaries in all official matters;
- (v) To issue orders in accordance with the decisions of the competent authorities and under proper authentication.

Duties of Branch Officers and medium level Officers :

- (i) to go through and initial with date the dak received by him and mark the papers to the concerned Section and also to give directions for its disposal whenever possible at the dak stage to enable speedy disposal;
- (ii) to submit important communications to the superior officer at the dak stage for perusal and directions in case the same has not seen by the Officer;
- (iii) to advice from time to time measures necessary for expeditious disposal of business/work in a Section;
- (iv) to keep a watch over timely submission/receipt of returns/statements and to send the same to quarter concerned duly checked/scrutinized. Also to ensure that all relevant acts, rules, manuals, instructions, court files precedent registers of the Department are kept up dated;
- (v) to train and guide the staff working under him and to point out their shortcomings and deficiencies if any, and remedial action;
- (vi) to keep himself acquainted with the morale, conduct and discipline of the staff posted in Sections under him and to ensure punctuality in attendance by the staff posted in the Sections under his charge.

Duties of S. O./Superintendent Grade-I :

The S. O./Superintendent Grade-I is normally incharge of one Section and has generally to perform the following duties and functions:—

- (i) to go through the dak as received by him and take following steps:—
 - (a) mark the receipts to the concerned Sections;
 - (b) submit the important communications for perusal of the higher authorities through Branch Officer at dak stage;
 - (c) keep a check or note in the diary about important receipts or watching proper and timely disposal;
 - (d) to see that all dealing hands and the diarist maintain all required registers and keep the same updated;
 - (e) to prepare papers and compiled data for meetings and ensure timely submissions;
 - (f) to ensure punctuality in attendance in a section and to advice the staff on matters of conduct and discipline;
 - (g) to ensure that the dealing hand maintain their assistant's diaries regularly and note the particulars of initial submissions of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases.

Superintendent Grade-II working in the Registry of the High Court supervise the work of the dealing hand posted in a Section and submit their cases through S. Os./Superintendent Grade-I.

On receipt back of the file with decision/orders of the competent authority, the draft is to be added by the dealing hands unless the Branch officer/Supervisory officer chooses to add the draft at his level. After the draft has been approved by the Branch Officer or the higher authority, the file is received back in the Section for typing fair copies of the draft. The fair copies duly compared and initialed by the official comparing the same are to be placed on the top of the file and send to the appropriate authority for signatures and the fair copies after signatures are to be despatched to the concerned quarter.

(iii) The procedure followed in the decision making process including channels of supervision and accountability.

As enumerated in response to Section 4 (b) (ii) above.

However, Chapter 8-B of Himachal Pradesh High Court (Scrutiny, Maintenance of Judicial Records, Administrative and Executive Business) Rules, 1997 reads as under:—

B. INSTRUCTIONS REGARDING MAINTENANCE OF ADMINISTRATIVE FILES AND THE MANNER OF DEALING WITH ADMINISTRATIVE MATTERS

1. The administrative and office files should in future be stitched after performance of the file papers at two suitable points on the left side. The two holes in papers should be at appropriate places for stitchings with fairly long tags.
2. The stitching of the new files should be so effected that the office noting and the file papers are not disturbed in any manner by the stitching holes. In order to achieve this end, two holes at the proper places should be made in all note sheets before they are brought in use. Sufficient margin should be left on both sides of the sheets so that the noting can be read without opening the tags of the files.
3. New files should be opened in place of the old ones which have already grown bulky and the above instructions should be followed for maintaining the new files. Those files which are not bulky at the moment, should be immediately converted into the

new system by making two holes in all the papers. However, extreme care should be taken that this process does not mutilate the existing notings. Where it is not possible to convert these files in the aforesaid manner, new files be opened.

4. It will be the personal responsibility of the Superintendent of the Branch concerned to ensure that the above instructions are effectively complied with by all Dealing Assistants.

[Office Order No. HHC/Admn. 6 (46)/78, dated April, 6, 1981]

5. The administrative records of the Registry must be properly maintained in a manner that they are readily available for reference in future.
6. As and when any communication/information is circulated to the Officers/officials of the Registry or to the Subordinate Courts, the records showing such circulation must be maintained properly so that in future, a plea is not raised that such matter was not brought to the notice of a particular person or class.
7. As and when any information/communication is to be circulated to the Officers and officials of the Registry, one copy thereof must be affixed on the Court Notice Board, unless/otherwise directed.

[Office Order No. HHC/Estt. 3 (209)/84, dated January 9, 1997]

8. The officers of the rank of Superintendent(s) and above will ensure that all Rules, instructions, guidelines and precedent relevant for consideration of the subject matters are clearly set out in the office notings before submission to the higher authorities and notes should be duly numbered.

[Office Order No. HHC/Admn. 1 (18)/78-V, dated December 13, 1996]

9. Ordinarily no communication/application/representation/submission/file which is required to be put up before the Hon'ble the Chief Justice should take more than 15 days in any event from the date of the receipt/initiation. This is, however, the outer time limit and the processing period for each matter should depend upon the nature of case being dealt with.
10. The officer and official concerned with the receipt and opening of dak envelopes shall invariably open the envelope in such a manner that the postal seal, postal stamp and address of the sender and that of the addressee are not damaged in any manner.
11. The officer before whom dak is put up shall after going through the dak and taking into consideration its nature shall mark 'P' and 'D' on the margin of the letter with red ink. The letter 'P' denotes 'preserve' and letter 'D' denotes 'destroy'.
12. The envelope of the letter on the margin of which 'D' is marked shall be destroyed after a month after obtaining the approval of the officer not below the rank of Addl. Registrar whereas the envelope of the letter on which 'P' is marked, shall be preserved for a period of one year or such further period as may be required. After the expiry of period of one year or the extended period the envelope attached with the letter on which 'P' has been marked shall be destroyed.

[Office Order No. HHC/Rules/Misc./1/96, dated April 23, 1997]

13. The applications, on the administrative side, for adjournment of case which are not actual date cases and which are not included in the list, shall be presented personally to the Registrar High Court of Himachal Pradesh, Shimla ordinarily at least three days before they are included in the list.

In exceptional cases in unforeseen circumstances, such applications may be presented on a day before such date but by 11.00 A. M.

14. No application for adjournment of 'actual date' cases which are to be included in the list, shall be presented to and entertained by the Registrar unless consent thereto is given by the opposite party(s).
15. After receipt of the application, the Registrar will place the application before the Hon'ble the Chief Justice for orders.

[D. O. No. HHC/Judl./INST/1133-96, dated March 25, 1997]

(iv) The norm set by it for the discharge of its functions :

Norms set for the discharge of its functions are in the form of various Rules, orders and instructions and for a smooth and orderly functioning of the justice delivery system and for easy accessibility of the various circulars and orders issued by the High Court from time to time. Volume-I of Circular Order of the High Court of Himachal Pradesh came to be compiled in September, 1991 w. e. f. March, 1972 and mid July, 1991. Volume-II of such Circular Orders of the High Court of Himachal Pradesh came to be compiled in April, 2002 w. e. f. mid July, 1991 to March, 2002.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

A list of the rules is as under:—

1. "The Himachal Pradesh State Legal Services Authority Regulations, 1996".
2. "The Special Marriage and Divorce (Himachal Pradesh) Rules, 1982".

LIST OF THE RULES FRAMED BY THE HIGH COURT OF HIMACHAL PRADESH

PART-A

RULES CONCERNING THE HIGH COURT

I. ADMINISTRATIVE BUSINESS :

1. "The High Court of Himachal Pradesh Guest House Rules, 2004".
2. "The High Court of Himachal Pradesh (Supply of Uniforms to Gazetted Officers) Rules, 1991".
3. "The High Court of Himachal Pradesh (Use, Maintenance and Control of Staff Cars) Rules, 1981".
4. "Guidelines regarding designation as a Senior Advocate".
5. "The High Court of Himachal Pradesh Right to Information Rules, 2005".

II. APPOINTMENT :

1. "The Himachal Pradesh Judicial Service, Rules, 2004".
2. "The Himachal Pradesh Judicial Service (Departmental Examination) Regulations, 2004".
3. "The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Conditions of Service, Conduct & Appeal) Rules, 2003".

III. JUDICIAL BUSINESS :

1. "Contempt of Court (Himachal Pradesh) Rules, 1996".
2. "The High Court of Himachal Pradesh (Appellate Side) Rules, 1997".

3. "The High Court of Himachal Pradesh (Original Side) Rules, 1997".
4. "The Himachal Pradesh High Court (Scrutiny, Maintenance of Judicial Records, Administrative Executive Business) Rules, 1997".
5. "The High Court of Himachal Pradesh Case Flow Management (High Court) Rules, 2005".

IV. PAY AND PENSION :

1. "The Himachal Pradesh High Court Officers and Servants (Salaries, Leave, Allowances and Pension) Rules, 1971".

PART-B

RULES CONCERNING THE SUBORDINATE COURTS

I. ADMINISTRATIVE BUSINESS :

1. "The Himachal Pradesh Subordinate Courts Lawyers Chambers (Allotment and Licence) Rules, 1989".
2. "The Himachal Pradesh Civil and Criminal Courts (Preparation and Supply of Copies of Records) Rules, 2000".
3. "The Himachal Pradesh Subordinate Courts (Use, Maintenance and control of Staff Cars) Rules, 1995".

II. APPOINTMENT :

1. "The Appointment and Control Rules of Superintendents to the District and Sessions Judge, Himachal Pradesh, Rules, 1995".
2. "The Himachal Pradesh Subordinate Courts, Staff (Recruitment, Promotion and Condition of Service) Rules, 1997".
3. "The Himachal Pradesh Subordinate Courts Typists (Grant of Licence, Registration and Control) Rules, 2001".

III. INSPECTION :

1. "The Himachal Pradesh (Inspection of Subordinate Courts by the Administrative Judge) Rules, 2001".
2. "The Himachal Pradesh (Inspection of Subordinate Courts by the District and Sessions Judge) Rules, 1998".
3. "The Himachal Pradesh (Inspection of the Subordinate Courts by the Presiding Officers of Court) Rules, 1998".
4. "The High Court of Himachal Pradesh Case Flow Management (Subordinate Courts) Rules, 2005".

PART-C

RULES CONCERNING HIGH COURT AS WELL AS SUBORDINATE COURTS

I. ADMINISTRATIVE BUSINESS :

1. "The High Court of Himachal Pradesh (Recognition and Registration of Association) Rules, 1989".
2. "The High Court of Himachal Pradesh (Supply of Liveries to Court Servants) Rules, 1983".
3. "The High Court of Himachal Pradesh (Use and Occupation of Sessions House) Rules, 2004".
4. "The Maintenance of Shorthand Note Books Rules, 1989".

II. APPOINTMENT :

1. 'The High Court of Himachal Pradesh Clerks of Legal Practitioners (Registration and Control) Rules, 1984'.
2. "The Himachal Pradesh Oath Commissioner (Appointment & Control) Rules, 1996".
3. "The High Court of Himachal Pradesh Petition Writers (Grant of Licence and Conduct) Rules, 1989".
4. 'The High Court of Himachal Pradesh Petty Offence (Trial by Special Judicial Magistrates) Rules, 1998'.
5. "The High Court of Himachal Pradesh (Special Judicial Magistrates Qualifications) Rules, 1981".

III. JUDICIAL BUSINESS :

1. "The High Court of Himachal Pradesh (Arbitration and Conciliation) Rules, 2002".
2. "Hindu Marriage and Divorce (Himachal Pradesh) Rules, 1982".
3. "The High Court of Himachal Pradesh (Legal Aid to Accused) Rules, 1981".
4. "The Himachal Pradesh State Legal Services Authority Rules, 1995".

The various Acts, Rules, Regulations, Instructions followed are as under:—

1. F. R. & S. R.
2. Leave Rules.
3. T. A. Rules.
4. L. T. C. Rules.
5. Pension Rules.
6. C. C. S. (C. C. A.) Rules.
7. Conduct Rules.
8. G. P. F. Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules.
11. Himachal Pradesh Financial Rules.
12. Himachal Pradesh Budget Manual.
13. Office Manual.

(vi) A statement of the categories of documents that are held by it or under its control :

The documents relating to financial transactions are held by the Accounts Branch and are kept in the form of Registers, cash books, ledger books, files, bills, vouchers, etc. which are subject to audit.

Service Books.—Service Books in the form of documents are held and kept in the Establishment Branch which are also subject to verification by the Audit Department.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof :

Not applicable to the High Court Registry.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minute of such meetings are accessible for public :

In this regard it is already submitted above that under Rule 14 of the Inspection of Records, nothing in these rules shall entitle any person to inspect (i) the Judges notes and Minutes (ii) Correspondence not strictly Judicial; and (iii) confidential correspondence. Therefore, it is apparent that these items cannot be made accessible to the public.

(ix) A directory of its officers and employees :

It is already available on the High Court Website.

(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :

Posts of Judicial Officers in the High Court are as under :—

Name	Designation	Pay Scale	Basic Pay	Total Salary
Smt. Aruna Kapoor	Registrar General	22850—24850	24850	48971
Shri J. N. Barowalia	Registrar (Rules)	18750—22850	23350	47181
Shri V. K. Gupta	Registrar (Vigilance)	18600—22100	21850	42991
Shri P. S. Rana	Registrar (Inspection)	18750—22850	19600	38806

Posts of Additional Registrars in the pay scale of Rs. 13500—16800

Name	Basic Pay	Total Salary
Shri Manish Kumar	15100	30436
Shri Inder Singh Thakur	15550	30380
Shri Ajeet Singh Vaidya	14700	28892

Post of Deputy Registrar in the pay scale of Rs. 12000—15500

Name	Basic Pay	Total Salary
Shri M. L. Sharma	14300	28968
Shri K. S. Himalvi	14700	29712
Shri Gautam Saklani	14300	28748
Shri Bhagat Ram Sharma	13125	26683
Shri Desh Raj Sood	14700	28892

Post of Assistant Registrar in the pay scale of Rs. 10025—15100

Name	Basic Pay	Total Salary
Shri D. R. Verma	12000	23470
Shri A. S. Himalvi	11320	23405
Shri J. D. Bhardwaj	10980	22573
Shri Surinder Singh	10980	21648
Shri Saran Thakur	10640	20940
Shri J. D. Sharma	10640	22060

Post of Secretary in the pay scale of Rs. 10025—15100

Name	Basic Pay	Total Salary
Shri B. M. Gupta	12000	23870
Shri Bhag Chand Sharma	13900	28514
Shri Surinder Chauhan	11660	24458
Shri Tek Ram	11660	24428
Shri Chhape Ram	10640	21495
Shri Davinder Chopra	10640	21375
Shri Shiv Dayal Sharma	11660	24238
Shri Piar Chand	10640	22340

Post of Court Secretary in the pay scale of Rs. 10025—15100

Name	Basic Pay	Total Salary
Shri B. M. Negi	10980	21973
Shri Kishori Lal Rawat	10980	21973
Shri Ashwani Kumar Sharma	12375	25568
Shri Bheem Dutt Sharma	12375	25568
Shri Kamal Kishore	12375	25542
Shri Govind Lal Sharma	12375	25568
Ms. Poonam Tanwar	10300	21708

Post of Superintendents in the pay scale of Rs. 7220—11660

Name	Basic Pay	Total Salary
Smt. Dinesh Chauhan	10980	21173
Shri Suresh Kumar Sharma	9750	19885
Shri Roop Singh Thakur	9750	19885
Smt. Veena Thakur	10980	22173
Ms. Kamla	9750	19885
Smt. Saleem Qureshi	9750	19885
Shri M. R. Rolta	10025	20397
Shri Mast Ram	9200	18062
Shri Neelam Thakur	10980	21373
Smt. Veena Joshi	9200	18762
Shri Jai Singh Thakur	9200	17862

Post of Supdt. in the pay scale of Rs. 7220—11660

Name	Basic Pay	Total Salary
Smt. Raj Thakur	1875	10318

Post of M. C.-cum-Supdt. (P. I. L.) in the pay scale of Rs. 7220—11660

Name	Basic Pay	Total Salary
Shri Shyam Singh Thakur	9750	19365

Post of Supdt.-cum-L. R. Reader in the pay scale of Rs. 7220—11660

Name	Basic Pay	Total Salary
Shri Fariyad Bhatti	9750	19885

Post of Private Secretary in the pay scale of Rs. 7220—11660

Name	Basic Pay	Total Salary
Shri Gopala Charya Gautam	10300	29276
Shri Manohar Lal	10300	20495
Shri Hem Raj	10025	20017
Shri Suresh Kumar Dhameja	9750	20220
Shri Ramesh Chand	9475	19874
Shri Prem Chand Verma	9475	18774
Shri Brij Lal Soni	9200	19291
Shri Ram Lal Verma	9200	18236
Shri Rajesh Kumar Sharma	8925	18651
Shri Anil Kumar Sharma	8925	17751

Post of Chief Librarian in the pay scale of Rs. 7880—11660

Name	Basic Pay	Total Salary
Smt. Santosh Negi	8375	16328

Post of Deputy Superintendent in the pay scale of Rs. 6400—10640

Name	Basic Pay	Total Salary
Shri Nitya Nand Sharma	9750	19785
Shri Siri Ram Verma	8375	17148
Shri Vijay Chand Verma	8650	17639
Shri Jawahar Singh Thakur	8650	17639
Shri Om Chand Pathania	8375	17028
Shri Het Ram Garg	8650	17739
Shri Bahadur Singh Negi	8650	17639
Shri Ravinder Kumar Sharma	8650	16939
Shri Shankar Lal	8650	17639
Shri Ashok Kumar Thakur	8650	17639
Shri Yash Pal Chauhan	8650	17639
Shri Durgesh Chand Sharma	8375	16428
Shri Lokinder Singh	8375	17028

Post of Personal Assistant in the Pay scale of Rs. 6400—10640

Name	Basic Pay	Total Salary
Shri Lal Singh Pathania	8375	17228
Shri Sunil Kumar Sharma	8375	17228

Post of P. A. to D & S. J. (Inspection) in the pay scale of Rs. 6400—10640

Name	Basic Pay	Total Salary
Shri Subhash Chand Sharma	8375	17428

Post of Judgment Writer in the pay scale of Rs. 6400—10640

Name	Basic Pay	Total Salary
Shri Mohan Lal Gandhi	8650	17839
Shri Beer Singh	8375	17228
Shri Subhash Chand Dhiman	8375	17428
Shri Subhash Chand (II)	8375	16428
Shri Gopal Sarup Kaushal	8375	16628
Shri Baldev Singh	8375	17228
Shri Padam Dev Sharma	8375	17428
Shri Sanjeev Layal	7440	15388

Post of Revisor in the pay scale of Rs. 6400—10640

Name	Basic Pay	Total Salary
Smt. Sudesh Kumari	10300	20808
Ms. Bimla Devi Verma	8925	18151
Shri Jai Kishan Sharma	8925	18151

Post of Court Officer in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Dharam Pal Sharma	6200	12722

Post of Reader to Reg. Gen. in the Pay Scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Brij Lal Sharma	6200	12722

Post of Auditor in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Balak Ram Verma	6200	12722

Post of Record Keeper in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Bhupinder Gupta	8375	16968

Post of Translator in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Vijay Kumar	6000	12350
Shri Panne Lal	6600	13566
Shri Avinish Kant Tiwari	6000	12350
Shri Hemant Sharma	7000	14310
Shri Subhash Chand Chauhan	7000	14310
Shri Subhash Kumar	6600	13566
Ms. Urmila	5800	11968

Post of Senior Assistant in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Smt. Shiksha Thakur	8375	17088
Smt. Asha Sharma	8358	16136
Shri Om Parkash Sharma	8375	17088
Shri Amar Singh	8375	17088
Shri Parmod Chauhan	8375	16168
Shri Balak Ram	8375	17168
Shri Naresh Kumar Sharma	8375	16968
Shri Laxmi Chand	7660	15758
Smt. Neelam Sharma	7000	13760
Smt. Sanjokta Thakur	6800	13238
Shri Sanam Ram Sharma	7660	14838
Shri Ram Singh	7220	14719
Shri Kunj Bihari	6800	13938
Shri Rajender Singh Kanwar	6400	13094
Shri Mangat Ram	6400	13194
Shri Ramesh Chander	6800	13938
Shri Surinder Punj	6200	12722
Shri Dalip Kumar	6000	12450
Shri Ram Lok Sharma	6600	13666
Shri Kailash Chand Chauhan	6600	13566
Smt. Sarika Vashist	6200	12722
Shri Vishal Kumar Shabi	6200	12722
Ms. Shiva Bhardwaj	8375	16968
Shri Mahesh Kumar Vaidya	8100	16456
Shri Khubi Ram Chauhan	7660	14838
Shri Sanjay Thakur	6400	13094
Shri Dhani Ram	6200	12822

Post of Librarian in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Suresh Kumar	6800	13958

Post of Sr. Scale Stenographer in the pay scale of Rs. 5800—9200

Name	Basic Pay	Total Salary
Shri Kalyan Chand Awasthy	7000	1430
Shri Tarun Mahajan	6800	13938
Shri Ganga Ram Sharma	6200	12722
Shri Chura Mani	6800	13938
Shri Tilak Raj	6800	13938
Ms. Mamta Rao	6600	13566
Shri Karan Singh Kanwar	5800	11978
Smt. Vandana Sharma	6200	12722

Post of Jr. Scale Stenographer in the pay scale of Rs. 4400—7000

Name	Basic Pay	Total Salary
Shri Beli Ram	6200	12792

Post of Assistant Librarian in the pay scale of Rs. 5000—8100

Name	Basic Pay	Total Salary
Smt. Mahima Sharma	5320	10325

Post of Junior Assistant in the pay scale of Rs. 4400—7000

Name	Basic Pay	Total Salary
1	2	3
Shri Kali Ram Sharma	5800	11888
Shri Ram Kishan	5800	11988
Shri Purshotam Ram	5800	11288
Shri Trilok Chand	6000	12260
Shri Vijay Kumar Sharma	5800	11888

1	2	3
Smt. Rachna Sood	5800	11888
Shri Tajender Singh	5480	11193
Shri Balwant Singh	5800	11888
Shri Inder Singh	5480	11293
Shri Roshan Lal	6200	12132
Shri Inder Dass	6800	13248
Smt. Nisha Ahluwalia	5160	10598
Shri Nika Ram Sharma	5320	10995
Shri Keshav Dutt	5320	10995
Shri Anokhi Ram	5320	10995
Shri Devi Chand Thakur	5160	10598
Shri Jai Dev Sharma	5160	10698
Shri Hem Singh Thakur II	5160	10698
Shri Ashok Kumar Sood	4850	10121
Shri Pritam Dev	4850	10021
Shri Inder Raj	4700	9742
Shri Rakesh Sharma 2nd	5800	11888
Shri Krishan Singh	5800	12038
Shri Mohinder Pal	5800	11988
Shri Beli Ram 1st	5480	10693
Shri Ramesh Chand	5480	11193
Shri Jagdish Chand	4850	10021
Shri Parkash Chand	5160	10598
Shri Moor Chand	4550	9463
Shri Yogesh Kumar	4550	9463
Shri Shyam Lal Khemta	4550	9463
Shri Vijay Kumar Chauhan	6200	12032
Ms. Monika Sood	4550	8963
Smt. Sudesh Kumari	4550	8963
Smt. Madhu Chauhan	4550	9463

Post of Clerk in the pay scale of Rs. 3120—5160

Name	Basic Pay	Total Salary
1	2	3
Shri Hans Raj Sharma	4700	9712
Shri Rajender Kumar Sharma	4700	9712
Shri Kushal Singh	4700	9812
Shri Hira Singh Thakur	4700	9712
Shri Jeet Ram 2nd	4700	9712
Shri Uma Shankar	4700	9812
Shri Diwakar Dutt	4700	9812
Shri Prem Chand	4550	9533
Shri Naresh Kumar	4700	9812
Shri Khem Chand	4020	8347
Shri Arjan Singh	4550	9533
Shri Om Parkash	4545	9421

1	2	3
Shri Rajesh Kumar	4400	8654
Shri Man Dass Mokhta	4550	9543
Shri Rakesh Kumar Chandel	4550	9433
Shri Satish Kumar	4400	9154
Shri Panne Lal Sharma	6000	11780
Shri Rohit Kumar	3900	7724
Shri Rakesh Babu Verma	3900	8124
Shri Onkar Chand Panta	4550	8933
Ms. Shanta Devi	3780	7501
Smt. Prtima Sharma	3660	7680
Shri Uttam Chand Shupta	3220	6459
Smt. Anita Chauhan	3220	6759

Post of Restorer in the pay scale of Rs. 3120--5160

Name	Basic Pay	Total Salary
Shri Devi Ram	4020	8447
Shri Mansa Ram	4550	9433
Shri Dev Raj	4140	8570
Shri Jahar Singh	4260	8394
Shri Duni Chand	4140	8570
Shri Rup Ram	3900	8124
Shri Biptu Ram	4020	8347
Shri Bhim Chand	3900	8124
Shri Puran Chand	4020	7947
Shri Suresh Chand	3900	8124

Post of Driver in the pay scale of Rs. 3330-6200

Name	Basic Pay	Total Salary
1	2	3
Shri Daulat Ram	6200	12612
Shri Hem Singh Thakur	6200	12722
Shri Swami Ram	6000	12340
Shri Siri Ram	5800	12168
Shri Nanku Ram	5640	11680
Shri Prem Parkash	5160	11178
Shri Hira Singh	5640	11570
Shri Anil Kumar Sharma	5624	11541
Shri Ramesh Hingmang	5160	10578
Shri Tilak Raj Rana	5160	10788

1	2	3
Shri Subhash Chand 3rd	4140	8880
Shri Dalip Singh	4700	10432
Shri Mohinder Singh	4700	10322
Shri Shiv Lal	4700	10322
Shri Nanak Chand	4400	9264
Shri Sunder Lal	4020	8557
Shri Kushal Singh	3900	8734
Shri Rajiv Kumar	3900	8734
Shri Karan Chand	3550	8083
Shri Kali Ram	3330	7574

Post of Book Binder in the pay scale of Rs. 3120—5160

Name	Basic Pay	Total Salary
Shri Beli Ram 2nd	5000	10370

Post of Jr. Technician (Elec.) in the pay scale of Rs. 3120—5160

Shri Ohet Ram	4850	9871
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Post of Motor Mechanic in the pay scale of Rs. 4020—6200

Name	Basic Pay	Total Salary
Shri Dhiraj Pal Gupta	6200	12512

Post of Peon in the pay scale of Rs. 2620—4140

Name	Basic Pay	Total Salary
1	2	3
Shri Rajesh Kumar	2620	5693
Shri Narayan Dass	2535	5509
Shri Dinesh Kumar Sharma	2620	5693
Shri Sanjay Sharma	3020	6437
Shri Kedar Singh Negi	2920	6251
Shri Dhiraj Kumar	2920	5951
Shri Prashad Buda Magar	2720	5879

I	2	3
Shri Shiv Bushan	3120	6623
Shri Babu Ram	3220	6839
Smt. Palho Uraon	2620	5693
Shri Piare Lal	5160	10248
Smt. Malti Devi	5000	9850
Shri Ram Sarup	4700	9892
Shri Kamlesh Kumar	5000	10350
Shri Ami Chand	4700	9892
Shri Budhi Ram	4550	9613
Shri Des Raj	4140	8750
Shri Sohan Lal	4400	9134
Shri Raj Kumar	3900	8204
Shri Uma Dutt	4400	9234
Shri Hem Bahadur	4400	8734
Shri Jagat Singh	4140	8750
Shri Ganpat Ram	3660	7858
Shri Jonki Ram	3900	8204
Shri Kanshi Ram	4550	9613
Shri Neem Chand	3900	8304
Shri Ramesh Chand	3780	7981
Shri Bhumi Chand	3780	8031
Shri Damodar Singh Kaith	3780	7981
Shri Bidhi Chand	3780	7581
Shri Kameshwar Kumar	3780	7981
Smt. Poonam Verma	3780	7581
Shri Anil Chauhan	3780	7981
Shri Chet Ram	3780	7981
Shri Ram Singh	3780	8081
Shri Madan Gopal	3780	8081
Shri Jai Lal Sharma	3780	7981
Shri Mehar Chand Chauhan	3780	8081
Shri Joginder Lal	3780	7981
Shri Naresh Kumar	3780	7981
Shri Deep Lal	3780	8081
Shri Sanjiv Kumar	3780	7581
Shri Moti Lal	3780	8081
Shri Gian Chand	3660	7758
Shri Dinesh Chand	3780	7581
Shri Jyoti Parkash	3780	7981
Shri Chhaju Ram	3780	8081
Smt. Tara Devi	3780	7981
Shri Dalip Singh Verma	3660	7858
Shri Vidya Dutt Sharma	3660	7758
Shri Khem Chand	3900	8204
Shri C. Vishwanathan Nair	4400	8834
Shri Desh Raj 2nd	3220	6539
Shri Sanjay Kumar Verma	3780	7981
Shri Mehar Chand-II	3020	6437
Shri Prem Lal	3020	6437
Smt. Geeta Devi	3020	6437
Shri Uni Krishanan C. K.	3900	7834

Post of Peon on deputation in the pay scale of Rs. 2620—4140

Name	Basic Pay	Total Salary
Shri Jiwan Lal	2920	6573

Post of Chowkidar in the pay scale of Rs. 2620—4140

Name	Basic Pay	Total Salary
Shri Pawan Kumar	2620	5693
Shri Munshi Ram	3020	6437
Shri Anil Kumar	2920	6251
Shri Hira Lal	2920	6251

Post of Mali in the pay scale of Rs. 2620—4140

Name	Basic Pay	Total Salary
Shri Govind Singh	2620	5693
Shri Babu Ram	3780	7981
Shri Dalip Kumar	3780	7981
Shri Ashwani Kumar	3780	8081
Shri Om Parkash	3660	7858
Shri Jai Parkash	2920	6251
Shri Jagdish Chand	2620	5693

Post of Safi Karamchari in the pay scale of Rs. 2620—4140

Name	Basic Pay	Total Salary
Shri Rajinder Kumar	2920	6251
Shri Gagan Ghai	2920	6251
Smt. Amarjeet Kaur	4700	9292
Smt. Chatri Devi	4020	8027
Smt. Maya Devi	4020	8027
Smt. Saroj Rani	3780	7981
Smt. Kaushalya Devi	3780	7581
Smt. Usha Rani	3780	7581
Shri Bir Singh	3550	7553
Shri Kuldeep Chand	3440	7248
Shri Raj Kumar 3rd	3440	7248

Post of Gest Operator in the pay scale of Rs. 2820—4400

Name	Basic Pay	Total Salary
Shri Gopal Lal Thakur	5640	11540
Shri Parmod Kumar	5000	10330
Shri Med Ram	5000	10330

Post of Daftri in the pay scale of Rs. 2820—4400

Name	Basic Pay	Total Salary
Shri Dhani Ram	6000	11750
Shri Jagat Ram 2nd	5320	10585
Shri Gajender Parshad	5480	10883

Post of Court Jamadar in the pay scale of Rs. 2720—4260

Name	Basic Pay	Total Salary
Shri Jagat Ram 3rd	5640	11080

Post of Usher in the pay scale of Rs. 2720—4260

Name	Basic Pay	Total Salary
Shri Amar Singh Thakur	5480	10383
Shri Ishwar Singh	5800	11478
Shri Damodar Singh	5160	10188
Shri Jeet Ram 1st	5320	10485
Shri Deep Ram Sharma	4850	10111
Shri Hira Lal	4850	10211
Shri Faquir Chand	5800	11978
Shri Vijay Kumar	4850	10211
Shri Geeta Ram	4850	9711

Post of Frash in the pay scale of Rs. 2640—4140

Name	Basic Pay	Total Salary
Shri Manohar Lal	3780	7981
Shri Shyam Lal	3780	8081
Shri Meena Ram	3780	7981
Shri Jagdish Chand	3780	7981

Post of Chowkidar-cum-Cook in the pay scale of Rs. 2620—4140

Name	Basic Pay	Total Salary
Surinder Singh	3780	7581

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made :

Regarding Point No. 2 :
Demand No. 3 :

Major Head "2014—Administration of Justice".

105—Civil & Sessions Courts.

01—Civil & Sessions Courts Establishment (Voted) Non-Plan-SOON :

S. O. E.	Proposed expenditure 2006-2007	Sanctioned Budget 2006-2007	Allocated Budget 2006-2007	Balance in Hand as on 30-8-2006
Salaries	25,00,00,000	20,66,01,000	18,71,00,000	1,95,01,000
Wages	60,00,000	58,51,000	38,06,000	20,45,000
Travel Expenses	25,00,000	13,31,000	11,40,700	1,90,300
Livery	9,50,000	5,39,000	4,00,000	1,39,000
Office Expenses	1,50,00,000	72,98,000	60,41,322	12,56,678
Medical Reimbursement	50,00,000	35,84,000	19,54,000	16,30,000
Rent, Rate, & Taxes	10,00,000	9,60,000	7,16,972	2,43,028
Professional & Sepecial Service.	1,00,000	40,000	29,250	10,750
Motor Vehicle	30,00,000	9,05,000	6,16,291	2,88,709
Transfer Expenses	2,50,000	1,36,000	1,36,000	—
Grant-in-Aid	4,50,000	—	—	—
Total ..	28,42,50,000	22,72,45,000	20,19,40,535	2,53,04,465

“2014—Administration of Justice”.

108—Criminal Courts.

01—Road & Diet Money to witness (Voted) Non-Plan-SOON.

Other Charges 60,00,000 34,69,000 26,69,000 5,34,000

Regarding Point No. 2 :

Demand No. 3 :

Major Head “2014—00-105-03-SOON (Voted) Plan.

Upgradation of Judiciary Infrastructure (Fast Track Courts in Himachal Pradesh).

S. O. E.	Proposed Budget 2005-2007	Sanctioned Budget 2005-2007	Allocated Budget 2006-2007	Balance in Hand as on 30-8-2006
Salaries	80,00,00,000	93,73,000	71,00,000	24,73,000
Wages	12,00,000	13,30,000	9,00,000	4,30,000
Travel Expenses	2,00,000	51,000	44,000	7,000
Office Expenses	30,00,000	18,54,000	10,00,620	8,53,380
Medical Reimb.	5,00,000	4,12,000	1,35,000	2,77,000
Rent, Rate & Taxes	6,00,000	5,01,000	50,000	4,51,000
Professional & Special Service.	26,000	16,000	—	16,000
Other Charges	5,00,000	4,00,000	1,90,000	2,10,000
Motor Vehicle	6,00,000	4,12,000	2,08,000	2,04,000
Transfer Expenses	1,50,000	60,000	12,000	48,000
Total ..	1,47,76,000	1,46,09,000	96,39,620	49,69,380

Regarding Point No. 2 :

Demand No. 31 :

Tribal Development :

Major Head “2014—Administration of Justice”.

796—Tribal Area Sub-Plan.

01—Expenditure on Civil & Sessions Courts (Voted) Non-Plan-SOON.

S. O. E.	Proposed Budget 2006-2007	Sanctioned Budget 2006-2007	Allocated Budget 2006-2007	Balance in Hand as on 30-8-2006
Salaries	47,00,000	39,89,000	37,00,000	2,89,000
Wages	1,64,000	1,44,000	50,000	94,000
Travel Expenses	1,20,000	87,000	40,000	47,000
Livery	25,000	20,000	10,000	10,000
Office Expenses	3,70,000	90,000	60,000	30,000
Medical Reimb.	2,60,000	98,000	40,000	58,000
Motor Vehicle	1,20,000	51,000	37,000	14,000
Transfer Expenses	35,000	11,000	10,000	1,000
Total ..	57,94,000	44,90,000	39,47,000	5,43,000

“2014—Administration of Justice”.

796—T. A. S. P.

02—Expenditure on witness & Diet Money, (Voted) Non-Plan-SOON.

Travel Expenses	1,50,000	63,000	59,000	4,000
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(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable to the Registry of this High Court.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable to the Registry of this High Court.

(xiv) Details in respect of the information available to or held by it, reduced in an electronic form:

High Court history, Administrative set-up, title of Rules, cases, status, cause list, legal and telephone directory, calendar, Hon'ble Judges' profile, former Chief Justices and former Judges are shown in the website on internet, Website address in <http://Himachal.nic.in/highcourt>.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

The working hours of a Library of the Hon'ble High Court are 9.45 A. M. to 4.45 P. M. It is Hon'ble Judges Library and it is not maintained for public use.

(xvi) The names, designations and other particulars of the Public Information Officers:

Hon'ble the Chief Justice has been pleased to designate the following Officers as:—

- (1) State Public Information Officers at the High Court and the District levels to provide information in accordance with the provisions of the aforesaid Act and the Rules framed thereunder; and
 - (2) State Assistant Public Information Officers at the sub-divisional level to perform the duties envisaged and entrusted to them, under sub-section (2) of section 5 of the aforesaid Act.
- | | |
|--|---|
| 1. State Public Information Officer at High Court level. | Additional Registrar (G. A. D.). |
| 2. State Public Information Officer at District level. | Civil Judge (Sr. Division)-cum-CJM of the concerned District. |
| 3. State Assistant Public Information Officers. | Civil Judge, Court No. 1 at Sub-Divisional Headquarters where there are more than one Courts. |

&

Civil Judge posted at Sub-Divisional Headquarters where there is only one Court.

It is further notified that for the purpose of filing appeals against the decisions of State Public Information Officers as provided under Section 19 (1) of the aforesaid Act, the Officer senior in rank to the Additional Registrar (G. A.D.) in the High Court would be the Registrar (Vigilance) of the High Court and in the Districts, it would be the District and Sessions Judge of the concerned District.

(xvii) Such other information as may be prescribed :

Facilities available in High Court:—

- (i) Dispensary.
- (ii) Canteen.
- (iii) Post Office.
- (iv) Bank.

Dispensary :

A First-aid Post is functioning in the High Court Complex (old building). One Physician is available in the dispensary during office hours.

Canteen facilities :

Canteen for advocates, litigant public and staff of the High Court is functioning in the High Court.

Post Office :

A post office is functioning in the High Court Complex 1st Floor since 2003 and is being used also by outside agencies and general public.

Bank :

A branch of U C O Bank is functioning in the High Court since 2003 and provides services including A.T.M. facility to all its account holders and those desirous of transacting through the Bank.

By order,
Sd/-
Registrar General.

